

Temporary Museum Cataloging Intern

Blaine County has openings in the Blaine County Museum Department for a Temporary Museum Cataloging Intern. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY POSITION DESCRIPTION

POSITION: Temporary Museum Cataloging Intern

DEPARTMENT: Blaine County Museum

ACCOUNTABLE TO: Blaine County Museum Director

SUMMARY OF WORK: To learn and utilize the museum's cataloging software (Past Perfect 5) and assist the museum director in creating collection inventories, improving collection records, and digitizing select collections.

JOB CHARACTERISTICS:

- Must be able to take direction and work independently as well as with others.
- Must be able to perform repetitive tasks with accuracy.
- Must be able to follow proper protocol for handling and storing museum artifacts.
- Must be able to operate and search the museum's catalog databases.
- Must maintain a professional image with the public.
- On occasion, must be willing to work with museum staff and volunteers to assist with events and a variety of other projects.

REQUIRED KNOWLEDGE AND SKILLS:

- Experience with data entry and museum cataloging software.
- Experience operating scanning equipment.
- Ability to research and include accurate historical information in catalog records.
- Strong writing and typing skills.
- Will work no more than 20 hours/week.
- Duration: 8 months beginning in July 2022 and ending in February of 2023.

PHYSICAL REQUIRMENTS:

Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and occasionally lifting/carrying up to 25 lbs.

**Temporary Museum Cataloging Intern
Position Fact Sheet**

Work Week:	Will work 20 Hours/Week - Work week will be set at the discretion of the Supervisor.
Dates of Employment:	July 2022 – February 2023
Salary:	\$15.63 per hour
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	6 months

***Health Insurance, Dental & Vision Insurance and Retirement are not available for Seasonal Employees.